

UNITY CHURCH OF ALBANY
Minutes of the Board of Trustees' Meeting
January 14, 2021

Participating in Board Meeting (via Zoom call, 5:00 PM EST): Heather Diddel, president; Dottie Frament, vice president; Karin Reinhold, treasurer; Patricia Wood, secretary; Peggy Kaufmann, trustee; Dave Ferrill, trustee; Carol Morris, alternate trustee; Rev. Steve Colladay, interim senior minister; Rev. Roger Mock, assistant minister, Nina Corcoran, office administrator

1. **Call to Order:** The meeting was called to order at 5:05 pm.
2. **Proposed Agenda:** The proposed agenda was approved.
3. **Updates on Current Issues:**
 - **2021 Annual Meeting and Elections:** Heather thanked the Nominating Committee (Dottie, Kathy Lewis, Cheri Warren) for their great work in preparing for the upcoming Board Elections. She expressed special gratitude to Cheri for her thoughtful review of online voting programs, and the eventual selection of Survey Monkey, which would be extremely helpful for the Annual Meeting in March, when the online voting would take place.
 - **Search and Find Team:** The informational package for Unity Worldwide had been sent and the formal announcement of the Unity Albany Senior Minister opening was being promoted via UWM channels. It was suggested that during services, special prayers and affirmations for prospective candidates be added.
 - **Staff Job Descriptions:** The Assistant Minister and Office Administrator job descriptions have been updated. Special attention has been made to eliminate duplication between positions. Roger and Nina will review and provide their suggestions by February 1st.
 - **Sunday Fellowships/Tuesday Heart to Hearts:** With Steve's departure, Carol has agreed to serve as the facilitator for the Sunday Fellowships. Roger will facilitate the Tuesday Heart to Hearts.
 - **Building/Grounds/ Church Re-Opening:** Heather noted that Chris Wilhelm, a retired health employee, had provided guidance to FOCUS churches re-opening their breakfast program safely during the pandemic. We will see if she or other good resources are available for up-to-date guidance as we look into re-opening. The Board would need to consider issues such as designating sanctuary space for the cameras and AV equipment; safe air circulation; the state of the current pews and potential new seating layouts to allow for more flexibility with space utilization, etc.

- **Board Retreat:** The Board will consider dates in February for a Board Retreat.
 - **Unity Membership Classes:** The Board would like to schedule two Unity Membership classes for 2021, potentially starting in February or March, with a second session in the fall. Peggy and Heather were interested in participating in class planning.
 - **Bylaws:** The Unity Albany bylaws had a relatively new provision that required members to update every two years. As we prepare for the annual election, however, it has become clear that the new two-year requirement is not necessary and actually complicates the process. Karin and Pat agreed to work on looking at a potential revision to the bylaws for this provision and another provision, per UWM's request.
 - **Sacred Service:** The Board recognized the benefit to taking the time to re-examine its Sacred Service programs and ensure current needs are being met. New opportunities will likely be developed as our world evolves during the pandemic (and, hopefully, in the aftermath of the pandemic) and we are looking forward to discerning new ways for congregants to participate and grow in volunteer roles.
 - **Newsletter:** The Board expressed thanks to Nina and Roger for their efforts in producing the bi-weekly newsletter. It was suggested that the Board and other Unity congregants contribute introductions for the newsletter.
4. **Appreciation to Reverend Steve:** The Board members expressed their appreciation for Reverend Steve's contributions and dedicated service to Unity Albany.
 5. **Adjournment:** The meeting was adjourned at 7:00 pm.

Respectfully submitted by Patricia Wood, secretary, Board of Trustees